



May 1, 2004

In this FY05 Renewal Packet, you will find:

1. **Intent to Continue Form for FY05** – please submit to DAPS NLT June 30, 2004.
(This sheet can be refolded to fit our DAPS address into a window envelope for quick mailing back, or you may fax to (703) 607-5202.)
2. **Copier Listing for Your Account** – for your reference and use in estimating funding for FY05.

The following forms (generic) can be downloaded from the **Local News** page on the following website if needed: <http://www.arlington.daps.dla.mil>.

1. **Credit Card Authorization Form** – IF paying with a credit card, please fill this out for copier service for FY05 – submit to DAPS NLT October 1, 2004. Please make sure you reference your Account Number.
2. **Copier/MFD Action Request Form** – For use in requesting actions: add new equipment, cancel equipment, upgrade equipment, move equipment, replace equipment, etc.
3. **Memorandum of Agreement (MOA) Form** – Submit only with each NEW equipment order.

URGENT!! EXPIRING EQUIPMENT WHICH NEEDS TO BE REPLACED

On your Equipment Listing, please take note of any equipment expiring during FY04-05 (see highlighted items) – this equipment will normally require selection of a replacement equipment at least 8-12 weeks prior to the Expiration Date (keep in mind that the order cannot be placed until all information is complete; allow 4-6 weeks for equipment shipment to destination). For FY05 funding estimating purposes, the current monthly cost is used throughout FY. If monthly costs change when equipment is replaced, this will result in a change to your funding requirements.

Orders for delivery on October 1, 2004 ***MUST BE SUBMITTED NLT June 30, 2004.***

If you need help with selecting a replacement copier, please call (703) 607-5209.

Any questions, please contact DAPS at (703) 607-5209; fax: (703) 607-5202.